Executive Summary

In September 2009, Stanford University Libraries and Academic Information Resources (SULAIR) launched a 14-month project to create the policy, procedural, and technical infrastructure needed to process Everyday Electronic Materials (EEMs) for Stanford Libraries collections. EEMs are the sort of simply-structured, single-object digital materials that are often distributed by posting on web sites, or through email notification to scholars and bibliographers: those occasional items that selectors come across in the course of doing their everyday work. See Appendix I for a complete definition of EEMs. The project has been a successful collaboration among Public Services, Technical Services, Office of the University Librarian and Digital Library Systems and Services and has produced:

- Policies and procedures for collecting and processing EEMs
- An evolving framework for managing copyright issues associated with digital material distributed via the Web, and for applying access policies that are consistent with redistribution rights
- Training events and material for selectors and technical services staff that cover
    - Copyright issues
    - Using the EEMs tool
    - Technical Services processing for EEMs
- A processing plan for the backlog of EEMs that accumulated before the workflow was available
- A Web-based tool to support selector and staff processing of EEMs via a lightweight workflow
- Integration with the current integrated library system (ILS) and traditional ILS-based processes
- Integration with other components of Stanford's digital library infrastructure, including its preservation repository, discovery systems and "digital stacks" delivery environment

Members of the project team plan to share information about the project, including the tool and policies, at conferences. The DLF Forum program committee has accepted a proposal to demonstrate the EEMs tool at DLF Fall Forum 2010. A new conference format for the Forum will provide an opportunity for attendees to see the software in action. The open source software will also be distributed via the GitHub open source repository for adoption by other libraries, and additional information on the code will be available to digital library developers attending code4lib in Bloomington, Indiana in February 2011. A policy level presentation has been submitted as a Project Briefing to the Coalition for Networked Information for the Fall Membership Meeting in December 2010.

The project has been completed on time and within the projected budget, providing policy guidelines and a workflow for capturing, delivering, and preserving EEMs in the

SULAIR environment. In addition, the project raised some new questions, including: How should bulk selection of digital materials that are not part of a content-provider licensed package and don't include metadata be handled?. How extensive could or should rights permissions workflow support be, and what it would take to integrate such support into the EEMs tool?

The urgent need for collecting and preserving web-based digital material was verified when we examined our EEMs backlog. In a sample of 93 titles, 29 were no longer available from the original web site link. This test demonstrates that EEMs are indeed vulnerable material, and require a specialized workflow to collect and preserve them. The policy framework and open-source software developed at SULAIR is extensible and can be of benefit to other libraries seeking ways to add EEMs to their collections.